

## ANNEX FF

### REPORTS AND RECORDS

#### A. PURPOSE

Effective response to an emergency/disaster is possible only to the extent that accurate and timely information is available to those providing assistance. This annex describes the reporting procedures that will be used to convey this information. It also details reporting responsibilities in the state section of a Disaster Field Office established to administer assistance under PL 93-288, as amended, and the records which should be kept during an emergency/disaster by each unit of government.

#### B. REPORTS

1. The basic report flow pattern is shown in the “Reports Flow Chart” (Appendix 1).
2. Situation Reports (SITREP) are the first communications that an emergency/disaster has occurred or is imminent. The Situation Report will be used by county OES to notify WVOES of such occurrences. At a minimum, daily SITREPS will be submitted by the affected county OES until the situation is stable or until nothing remains to report. This will keep WVOES updated on the situation.
3. If notification of an emergency comes from anyone other than the local emergency services office, the appropriate county OES office will be contacted to confirm the situation and to request a Situation Report be submitted.
4. Daily Situation Reports, see Appendix 3, will be developed by WVOES using information from local Situation Reports. Daily situation reports will be submitted as a minimum to the Governor, the Secretary of DMAPS, Adjutant General and FEMA Region III.
5. Updated Situation Reports will be submitted as needed to provide essential information concerning sudden and significant changes in previously reported situations.
6. If a Disaster Field Office is established to administer federal assistance under PL 93-288, the reporting pattern for state officials will be as shown on the “Disaster Field Office State Staff Reports Chart” (Appendix 4). Additional information on the responsibilities of the officials listed on the chart can be found in Part 5, “Federal Disaster Assistance Available During a Presidential Declared Disaster”.
  - a. The report form used by the Individual and Family Grants Coordinating Officer is shown in Appendix 5.

- b. The State Coordinating Officer, Governor's Authorized Representative, Public Assistance Chief and Temporary Housing Chief will submit reports in the format requested by those to whom they report.

#### C. RECORDS

1. Local governments and state agencies involved in emergency/disaster response activities should maintain at least three sets of records. They are:
  - a. Expenditure Records that show the amount of money expended in response activities. The information should be kept apart from other records and supported by receipts, time cards, etc. Further information can be found in the State Public Assistance Administration Plan.
  - b. Disaster Activity Logs that detail the response of the agency or unit of government to the emergency/disaster and which can be used to critique the response effort after emergency operations have ceased.
  - c. Situation Reports.
2. State Agencies administering assistance programs, e.g., the Department of Health and Human Services, will maintain records in accordance with the program's requirements.

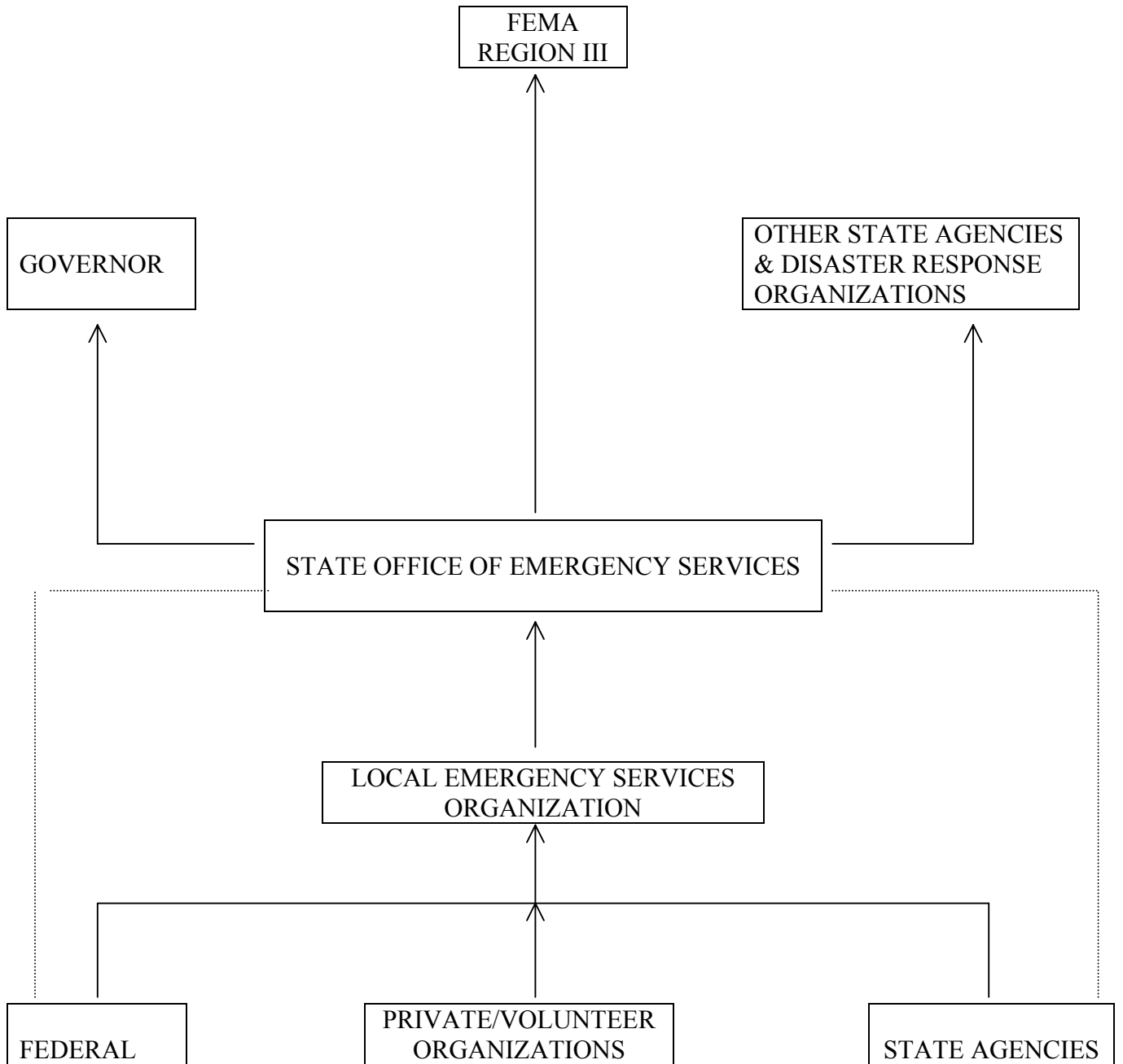
#### D. RECORDS MANAGEMENT AND PRESERVATION

Records containing information essential to the operation of government and to the protection of the rights and interest of persons must be protected against the destructive efforts of all forms of disaster and must be available when needed. Therefore, special provisions for the selection and preservation of essential state and local records have been adopted to provide for the protection and availability of such information.

#### E. AUTHORITIES AND REFERENCES

1. West Virginia Code, Chapter 15, Article 5, "Emergency Services"
2. PL 93-288, as amended.

APPENDIX 1  
REPORTS FLOW CHART



\_\_\_\_\_ PRIMARY  
----- ALTERNATE

APPENDIX 2  
SITUATION REPORT (SITREP)

To: WVOES (304)558-5380, FAX (304)344-4538 (CALL IN, OR FAX)

County: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Time: \_\_\_\_\_ Phone No: \_\_\_\_\_

Report Type ( ) Initial (Immediately after problem identified)

( ) Follow-up (As changes occur, but not later than 1200 daily)

1. SITUATION

a. Type of Emergency \_\_\_\_\_

b. Date of Occurrence: \_\_\_\_\_ Time: \_\_\_\_\_

c. Areas affected: \_\_\_\_\_

2. CASUALTIES

| Dead  | Injured | Missing | Hospitalized |
|-------|---------|---------|--------------|
| _____ | _____   | _____   | _____        |

3. EVACUATIONS

| Number<br>Evacuated | Number Evacuated<br>On Own | Total<br>Evacuees | Number Requiring<br>Evacuation |
|---------------------|----------------------------|-------------------|--------------------------------|
| _____               | _____                      | _____             | _____                          |

Areas Evacuated

Areas Requiring Evacuation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. SHELTERS

| A. Location of Shelters                | Phone No. | Capacity | Number<br>Sheltered |
|--|-----------|----------|---------------------|
| _____                                  | _____     | _____    | _____               |
| _____                                  | _____     | _____    | _____               |
| _____                                  | _____     | _____    | _____               |
| B. Total number in shelters: -----     | -----     | -----    | _____               |
| C. Number to be sheltered: -----       | -----     | -----    | _____               |
| D. Who is operating the shelter? _____ | _____     | _____    | _____               |

5. ASSISTANCE

A. What assistance is being provided? \_\_\_\_\_

B. Who is providing the assistance? \_\_\_\_\_

6. ROAD CLOSURES

| Name of Road | Route | Reason Closed | Status |
|--------------|-------|---------------|--------|
| _____        | _____ | _____         | _____  |
| _____        | _____ | _____         | _____  |
| _____        | _____ | _____         | _____  |

RESIDENTIAL/PRIVATE DAMAGE (Houses/Mobile Homes/Multiple Units)

- A. Number Destroyed: -----(     /     /     )  
Number w/Major Damage: -----(     /     /     )  
Number w/Minor Damage: -----(     /     /     )  
Number Affected: -----(     /     /     )  
B. Total of all Categories Above: -----(     /     /     )  
C. Percentage of Damage Insured: -----(%     /     /     )  
D. Number of Private Bridges Out: -----(     )

COMMERCIAL DAMAGE

- A. Number Destroyed: ----- (     )  
Number w/Major Damage: ----- (     )  
Number w/Minor Damage: ----- (     )  
B. Total of all Categories Above: ----- (     )  
C. Percentage of Damage Insured: ----- (%     )  
D. Names of Businesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC DAMAGE

- A. Utilities Disrupted:     Customers Affected:  
Electricity     Water     Phone     Natural Gas     Sewer  
\_\_\_\_\_  
C. Other Public Property Damaged: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AREAS WHERE DAMAGE ASSESSMENT IS COMPLETED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AREAS WHERE DAMAGE ASSESSMENT IS NOT COMPLETED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASSISTANCE REQUIREMENTS /ADDITIONAL COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX 3

### DAILY SITUATION REPORTS

Situation Reports are desired daily by FEMA Region III following a disaster. They will be prepared by the Office of Emergency Services based on information in Situation Reports from affected counties, state agencies, and other sources.

The Situation Report will be forwarded to FEMA, Region III daily. When the situation stabilizes, the FEMA Region III Director, and the State Emergency Services Director will mutually announce the termination of the daily reports.

Following are the major elements of a Situation Report and the types of information that should be reported to FEMA.

1. Situation

Describe the event, severity, areas affected, date and time of the event, other pertinent information. Critical operation and/or resource issues should be discussed.

2. Casualties

Provide estimate/actual number injured, killed or missing as a result of the event. Identify the source of the casualty figures.

3. Impact

- a. Jurisdictions-list counties, cities and towns impacted by the event with a short description of the impacts for each jurisdiction. Indicate the most severely affected jurisdictions and estimated losses.
- b. Individuals-number evacuated, sheltered, number of shelters opened since the start of the event and number still open, meals served (daily and cumulative), special populations that have been affected, etc.
- c. Businesses-provide available information on business and economic impacts and whether or not banks, grocery stores, gasoline stations, etc., are operating.
- d. Utilities-note damage to water, sewer, power or gas facilities, communications systems, etc. Provide assessment of impacts and projected restoration times. Note number customers affected.
- e. Transportation-overall assessment of any impacts to transportation network, including status of airports, key road systems, estimated time of repair, etc.
- f. Housing-damage to structures, both residential and public housing, multifamily units, etc.

- g. Other Critical Facilities-highlight damage to critical facilities such as hospitals, nursing homes, and schools and the impacts of the damage.

4. Declarations

Note any State or locally declared emergency areas and damage assessment team activity. Provide declaration dates, incident period and counties declared.

5. State Activities

Provide information on activation and hours of operation of the State EOC and State agencies involved. Discuss deployment of any emergency response personnel, field assessment teams, etc. Include a breakdown of on-going activities.

6. Estimate of Federal Involvement

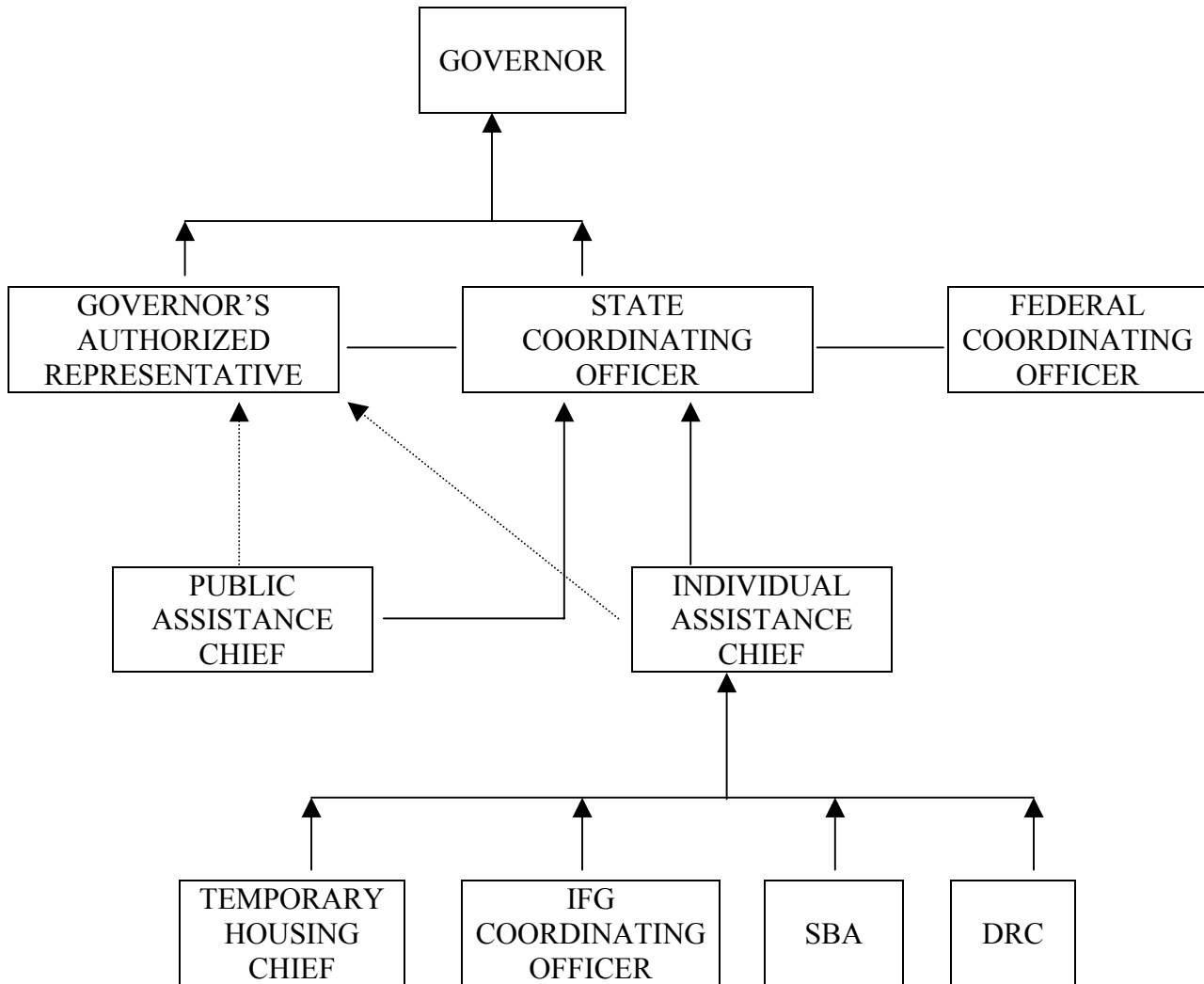
What is the anticipated Federal action as a result of the incident? This will not commit the state to any course of action; it is only an estimate.

7. Organized Volunteer Action

Identify volunteer agency (American Red Cross, Salvation Army, etc.,) participation in emergency actions and describe major actions they have taken.

## APPENDIX 4

### DISASTER FIELD OFFICE STATE STAFF REPORTS CHART





APPENDIX 5

STATE OF \_\_\_\_\_

INDIVIDUAL AND FAMILY GRANT PROGRAM

WEEKLY REPORT

FEMA-DR

AS OF COB \_\_\_\_\_

PROGRAM ESTIMATE (FEDERAL AND STATE SHARES) \$ \_\_\_\_\_  
(UPDATE AS NECESSARY)

STATUS OF APPLICATIONS:

|                    |       |          |
|--------------------|-------|----------|
| NUMBER EXPECTED    | _____ |          |
| NUMBER RECEIVED    | _____ |          |
| NUMBER WITHDRAWN   | _____ |          |
| NUMBER DISAPPROVED | _____ |          |
| NUMBER APPROVED    | _____ | \$ _____ |
| NUMBER DISBURSED   | _____ | \$ _____ |

STATUS OF APPEALS:

|                        |       |
|------------------------|-------|
| NUMBER RECEIVED        | _____ |
| NUMBER GRANTED IN FULL | _____ |
| NUMBER GRANTED IN PART | _____ |
| NUMBER DENIED          | _____ |

REMARKS: